


*Chrono*

Approved For Release 2004/07/08 : CIA-RDP80M00772A000400030010-3

DCI/RM-78-0064  
30 October 1978

MEMORANDUM FOR: Acting Deputy Director of Central Intelligence

FROM:

  
Deputy to the DCI for Resource Management

SUBJECT: Limitation on Federal Civilian Hiring

*Joach*  
1. An advance copy of the OMB circular on the Federal civilian hiring limitation, which we got from Dave Sitrin on Saturday, 28 October, is attached FYI. No doubt you will receive it officially in due course.

2. I have had some preliminary conversations with Dave Sitrin about the unique situation the Intelligence Community Staff is in. I gather that OMB is largely unprepared to handle the influx of requests for exemptions they are sure to get. Stan agrees that we should separate any RM/CT appeal from anything the CIA might be considering. I will keep you abreast of our negotiations, however.

3. Best of luck during what is likely to be a very trying time.

Attachment:  
as stated

cc: Acting DDA, w/att

Distribution:

Orig. - Adsee., w/att

1 - ER, w/att

1 - D/DCI/CT, w/att

1 - AS/RMS, w/att

✓ 1 - D/DCI/RM Chrono, w/att

1 - RM Registry, w/att

1 - D/CLLO/RMS, w/att

EO

Approved For Release 2004/07/08 : CIA-RDP80M00772A000400030010-3



EXECUTIVE OFFICE OF THE PRESIDENT  
For Release 2004/07/08 : CIA-RDP80M00772A000400030010-3  
OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 79-2

October 27, 1978

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Limitation on Federal Civilian Hiring

1. Purpose. This Bulletin provides guidance with respect to the limitation on hiring ordered by the President. It also provides instructions for appeals in a limited number of situations where exceptions to the hiring limitation may be warranted.

2. Background. In his recent memorandum the President stated that he is imposing a limitation on hiring as an integral part of his efforts toward achieving one of the top priority goals of his administration; restraining inflation. His review of the FY 1980 Budget will include a thorough evaluation of agency personnel requirements to ensure that efficient operation of the Government will be achieved with a minimum level of Federal employment. His intention in imposing this limitation on hiring is to limit growth in the Federal workforce. The limitation also recognizes the need to reduce total Federal employment to the level that existed on September 30, 1977 as required by Section 311 of the Civil Service Reform Act of 1978.

3. Limitation on hiring. Pursuant to the President's memorandum, each agency will establish controls to limit the number of appointments to full-time permanent positions to not more than 50 percent of the number of vacancies occurring on or after October 25, 1978. A vacancy in existence as of October 24, 1978 can only be filled by use of one of the permitted appointments resulting from new vacancies, i.e., from among the 50% of the number of new vacancies occurring.

Except for the exemptions listed below, this limitation applies to all new hires of full-time permanent Federal civilian personnel and to transfers of personnel between Executive Branch agencies. The limitation is effective immediately and will remain in effect until further notice.

Where necessary, personnel reallocations should be made within agencies to meet needs of highest priority and to assure that vital and basic services are not interrupted. Contracting with firms and institutions outside the Government will not be used to alleviate the effect of this limitation. Nor will persons be hired on a temporary basis as a substitute for full-time permanent employees to evade this limitation.

4. Standard exemptions. To preserve the continuity of Government, the following exemptions to the limitation on hiring are permitted:

- a. at the discretion of the agency head, hiring necessitated by emergency situations involving the safety of human life and protection of property,
- b. when staffing is essential for maintaining operations that directly protect human safety,
- c. filling of positions under programs that are presently exempt from employment ceilings,
- d. hiring in accordance with firm commitments made in writing by agency personnel officers, prior to the effective date of the limitation,
- e. hiring by the U.S. Postal Service,
- f. reassignments of personnel within an agency,
- g. executive level appointments, and
- h. shifting of employees from one agency to another because of a transfer of functions resulting from Presidential reorganization action.

5. Appeal of hiring limitation. In a very limited number of cases, additional exemptions may be granted if the Office of Management and Budget (OMB) determines that such action is necessary to preserve the continuity of Government by assuring that essential services are provided and that fundamental needs and requirements of law are met. When an agency head believes that circumstances in an agency warrant such an exception, an appeal may be made in writing to the Director of the OMB fully justifying the need for additional personnel and explaining why intra-agency reallocation is not feasible.

6. Effective dates. The instructions in this Bulletin are effective at once and will remain in effect until further notice.

7. Inquiries. Questions regarding the instructions in this Bulletin will be addressed to the OMB representatives in charge of the agency's budget estimates.

  
James T. McIntyre, Jr.  
Director

Attachment

THE WHITE HOUSE

WASHINGTON

October 26, 1978

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

There is no more important goal for my Administration than restraining inflation. A crucial part of this effort is managing government more efficiently. With that goal in mind, I am imposing an indefinite limitation on the hiring of Federal civilian workers, as of October 25, 1978.

I ask that you limit the number of new full-time permanent appointments in your agency to not more than 50 percent of the new vacancies occurring after October 25, 1978. In other words, for each two new vacancies, you may appoint one new permanent employee. You may not fill such vacancies as exist on October 24, 1978 except by use of the appointments permitted as a result of new vacancies.

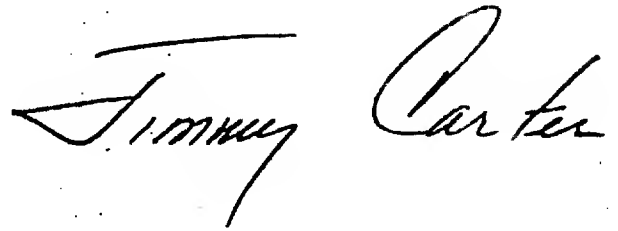
I am instructing the Office of Management and Budget and the Civil Service Commission to issue instructions on this directive. In addition, I delegate authority to the Director of the Office of Management and Budget to grant specific exemptions in a very limited number of cases, when such exemptions are necessary to assure that essential services are provided and fundamental needs are met.

I ask that, as you carry out this directive, you do it in a way that protects the operations in your agency that directly affect the public -- for example, Social Security claims processing and check issuance, and veterans' benefit payments. You should absorb as much of the impact as possible in the support and overhead operations of your agency.

It is within your power to determine whether the government succeeds in this part of the battle against inflation. I urge you to do everything possible to assign your staff where the need is greatest, so that vital and basic

services may continue uninterrupted. Contracting with firms and institutions outside the government must not be used to circumvent the intent of this directive.

I urge you to give this matter your personal attention and support.

A handwritten signature in cursive script, reading "Jimmy Carter". The signature is written in dark ink on a light background.

STAT

Approved For Release 2004/07/08 : CIA-RDP80M00772A000400030010-3

Next 2 Page(s) In Document Exempt

Approved For Release 2004/07/08 : CIA-RDP80M00772A000400030010-3